



Department of Human Resources

Maggie Brooks, County Executive

Brayton M. Connard, Director

Employment/Civil Service Exam Application

Rev. 09/2006

For Office Use Only			
Qualifying Title: _____	Qualified Yes <input type="checkbox"/>	Check # and Bank _____	
Qualifying Date: _____	No <input type="checkbox"/>	Waiver <input type="checkbox"/> Waiver-e <input type="checkbox"/>	
Qualifying Dept./Jurisdiction: _____	Reviewer's Initials _____	No Fee <input type="checkbox"/>	
Seniority Date: _____		Exam Series _____	

Position applying for: _____	Examination # _____
Name: _____ Last First Middle	Examination date: _____
State any other name, assumed name or nickname, by which you are/have been known _____	
Mailing Address: _____ Street City State Zip Code	
Residence Address: _____ Street (P.O. Box will not be accepted, must use current home address) City State Zip Code County	
Have you been a resident of Monroe County for the past four months? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Telephone Number: _____	Social Security Number: _____
Work Telephone Number: _____	E-mail address: _____ (Optional)
If applying for Police Officer, Deputy Sheriff or Firefighter positions, please indicate date of birth: _____	

Have you served in the Armed Forces of the U.S.A.? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates of active service From _____ To _____
Veterans of the Armed Forces and Active Duty members soon to be discharged wishing to claim additional examination credits as veterans or disabled veterans must submit a form VC-1 and/or form VC-4 and a copy of their discharge papers (form DD-214) with our office.	
Have you ever, since January 1, 1951, been permanently appointed or promoted in the service of NY State or any of its civil divisions from an eligible list as a result of additional veterans credits granted you on such list? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, name agency that established the eligible list: _____	

An answer of YES to any of the following questions does not represent an automatic bar to employment. Each case is considered and evaluated in relation to the duties and responsibilities of the position for which you are applying:	
Were you ever convicted of any violation of law other than a minor traffic violation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were you ever removed from any type of employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with the County's pre-employment drug testing policy, I may be required to submit to a urinalysis test as a condition for employment. Applicants may also be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Signature

Date

210 County Office Building * 39 West Main Street * Rochester, NY 14614-1471
Phone: (585) 753-1700 * TTY: (585) 753-1091 * WEB SITE: www.monroecounty.gov

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Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, do you have a legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid New York State Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what class _____		
Will you accept part-time work?	<input type="checkbox"/>	<input type="checkbox"/>	Will you accept temporary work?	<input type="checkbox"/>	<input type="checkbox"/>

License/Certification

Do you have a license, certification, or other authorization to practice a trade or profession? Yes ☐ No ☐ Is this certification permanent? Yes ☐ No ☐

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

Education

Have you received a High School Diploma? Yes ☐ No ☐ If no, have you received a General Equivalency Diploma (G.E.D.)? Yes ☐ No ☐

Check the highest grade completed 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

Education above high school level

Name of School	Location (State)	Course or Major	Credits Completed Sem. Hrs. Qtr. Hrs.	Type of Degree/Certificate Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Training

Other training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received:

Course/Program	Hours
_____	_____
_____	_____

Work Experience

Describe your employment, including military experience, beginning with your current or most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Starting Date _____ Month/Day/Year	Ending date _____ Month/Day/Year
Name & address of current or most recent employer _____ _____	
Salary _____	Hours worked per week _____
Reason(s) for leaving _____ _____	
Your job title _____	
Immediate Supervisor's name _____	Title _____ Phone _____
Description of duties _____ _____ _____ _____	

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Work Experience (continued)

Starting Date _____
Month/Day/Year

Ending date _____
Month/Day/Year

Name & address of employer _____

Salary _____

Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Starting Date _____
Month/Day/Year

Ending date _____
Month/Day/Year

Name & address of employer _____

Salary _____

Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

If you have additional work experience, please copy this page and attach additional sheets as needed. Be sure to include your name and social security number on all attachments. Volunteer experience must be documented by statement of verification from the agency representative regarding number of hours worked per week and activities performed.

Special Arrangements for Examination

If you need special arrangements because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 585-753-1700 or 585-753-1091 (TDD) no later than the last date of filing for this (these) examination(s). Your request must include examination number(s) and title(s) and the type of special arrangements required accompanied by all supporting documentation.

Monroe County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

Application Fee for Examination

If the examination announcement indicates that an application fee is required for the examination(s) for which you are applying, **you must submit the required fee for each separate examination.** The required fee amount for each examination will be listed on the announcement. Enclose a **check or money order** payable to the **Monroe County Director of Finance** with this application. **WE DO NOT ACCEPT CASH**

Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

Application Fee Waiver – please read exam announcement for information

I am requesting that the application fee be waived because (check all that apply):

- ☐ I am totally unemployed and primarily responsible for the support of my household.
☐ I am receiving public assistance from the Monroe County Department of Human and Health Services.
Indicate type of assistance.

- ☐ Safety Net
☐ Family Assistance

Case Number _____

- ☐ I am receiving Supplemental Security Income (SSI)
☐ I am WIA eligible. Indicate name of caseworker _____

Phone number _____

- ☐ I am a full-time employee represented by the Monroe County unit of CSEA and employed in a Monroe County Department at grade 10 or below.

Job title and grade _____

- ☐ I am represented by the Federation of Social Workers. I am employed at grade 52 or below or this exam is in my career path.

Job title and grade _____

I affirm that the information given above is true and correct. I understand that my claim for waiver is subject to verification and, if not supported by appropriate documentation, is grounds for barring appointment.

X _____
Signature of applicant

Date

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Application for Examination Supplement

(To be filled in only if you are applying for a Civil Service Exam.)

Section 50-b of the New York State Civil Service Law requires that all applicants for examination be asked the following questions:

1. Do you have any loans made or guaranteed by the New York State Higher Education Services Corporation, which are currently outstanding?

Yes ☐

No ☐

2. If so, are you presently in default on any such loans?

Yes ☐

No ☐

Name: _____
(Last name, first name, middle initial)

Legal Address: _____

City, State, Zip: _____

Examination Title and Number: _____

This affirmation must be completed:

I affirm under penalties of perjury that all statements made on this application supplement are true.

Signature

Date



Department of Human Resources

Monroe County, New York

Maggie Brooks
County Executive

Brayton M. Connard
Director

EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM

Completion of this form is voluntary for all applicants for positions within the Monroe County system. The information provided is filled with the Department of Affirmative Action/Human Relations and is maintained separately and confidentially. The information is not for selection purpose, but only to assist in the evaluation of the County's efforts relative to equal employment opportunity. Please return with application after completion.

1. Job Announcement Title: _____
2. Job Announcement Number: _____
3. Social Security Number: _____
4. Year of Birth: _____
5. Gender: Male ☐ Female ☐
6. Education:

<input type="checkbox"/> Less than high school graduation	<input type="checkbox"/> High school or equivalency diploma	<input type="checkbox"/> 2-year college (no degree)
<input type="checkbox"/> Associate's degree	<input type="checkbox"/> 4-year college (no degree)	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> Graduate study beyond Bachelor's	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Graduate study beyond Master's
<input type="checkbox"/> Doctorate		
7. Race/Ethnicity (check one only):

<input type="checkbox"/> White (Not of Hispanic origin) (All persons of European, North African or Middle Eastern origin)
<input type="checkbox"/> Black (Not of Hispanic origin) (All persons having origin in any of the Black racial groups of Africa)
<input type="checkbox"/> Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race)
<input type="checkbox"/> Asian or Pacific Islander (All persons having origins in any of the original people of the Far East, Southeast Asia the Indian subcontinent or the Pacific Island. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa)
<input type="checkbox"/> American Indian or Alaskan Native: (All persons having origin in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition)
<input type="checkbox"/> Other
8. Have a Disability: Yes ☐ No ☐
(Definition – Have a physical or mental impairment which substantially limits one or more major life activities or have a record of such impairment or agency.)
9. Vietnam Era Veteran: Yes ☐ No ☐
(Definition – A person who served as a member of the Armed Forces of the United States on full-time active duty other than for training, any part of which occurred between January, 1, 1963 and May 7, 1975, and was honorably or released under honorable circumstances.)
10. List below where you learned about the exam (example : newspaper, radio (name station) a friend, etc.)

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